

# Staff COVID-19 Procedures 2020-2021

Human Resources  
School District of Menomonee Falls



Engage | Learn | Improve

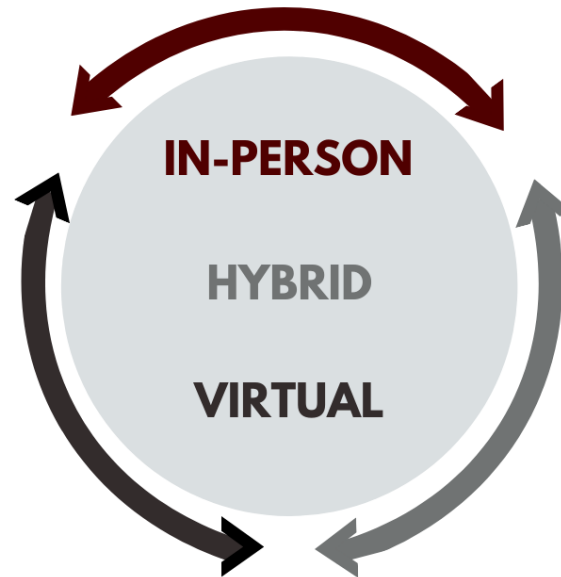
# INSTRUCTIONAL MODELS

SCHOOL DISTRICT OF MENOMONEE FALLS

SCHOOL IS  
GOING TO  
LOOK  
DIFFERENT

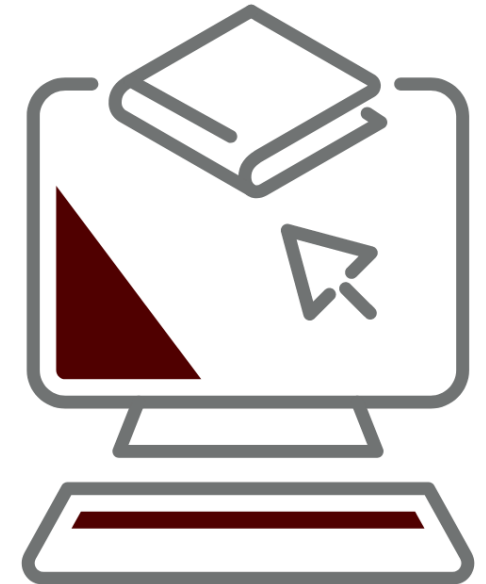
## CHOICE 1

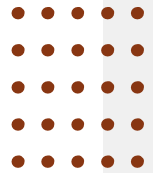
Instruction could move between the three models using a decision matrix of health indicators and attendance. No parent action required.



## CHOICE 2

Opt into a fully-virtual learning model for a one-semester commitment. Registration required for this choice.





We encourage staff  
to start preparing  
for those changes  
***now.***

- **Practice** putting on, wearing, and taking off your mask.
- **Create a plan** for when you may need to quarantine due to an exposure and if possible transition to working remotely.
- **Have conversations** within your teams on how that remote work option may look.
- **Contact Human Resources** for any support needed as you navigate any COVID related situations.

# COVID-19 Related Procedures

Keep in mind that as guidelines continue to change, the procedures listed here may change to align with current guidelines.

\*\*Please pay extra attention these items\*\*

# Daily COVID-19 Screening

Staying home when you are ill is how in person instruction will be successful

## Procedure

- \*\*Take your temperature daily *before you arrive on site.*\*\*
- Complete your daily COVID-19 health screening questionnaire found [here](#).

## Why?

- So education can continue uninterrupted as much as possible.
- So we know who has been in the buildings for additional contact tracing needs.

## Staff who become ill or have COVID-19 related symptoms:

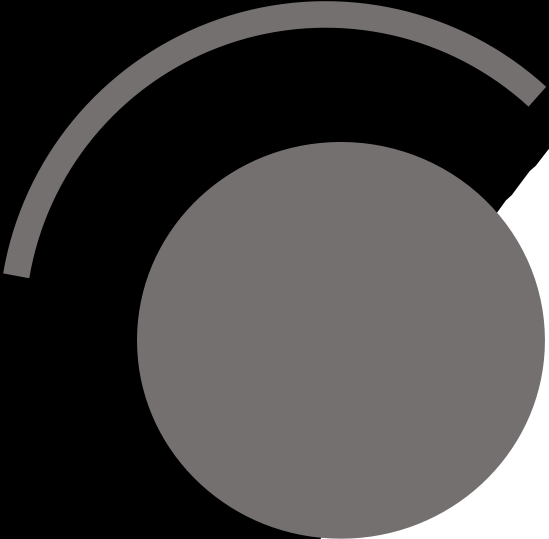
- If you are at work, please confirm coverage needs and leave as soon as possible
- **\*\*Assess your symptoms for any that may be COVID-19 related\*\***
- Please contact your primary care provider for further evaluation and the possibility of COVID-19 testing
- Those that are *not* evaluated by a healthcare provider, [when community spread is high](#), will be presumed to be COVID-19 positive and will need to follow isolation recommendations.
- When community spread is *moderate/low*, staff will follow [regular school policy](#).
- Please contact Human Resources within 24 hours to discuss your time off needs and ability to return to work

Many symptoms of COVID-19 do overlap with symptoms of chronic health conditions and *are noted*. It is when those symptoms change from what the individual normally experiences from their condition that it may be considered for criteria of COVID-19.

# **Staff who test positive for COVID-19 or have been notified by the health department they have been in close contact with someone who tests positive:**

- \*\*Will be required to leave work or will be asked to not report to work and will follow the recommended guidelines on isolation/quarantine protocols\*\*
- Will be directed by their supervisor on the need to start remote work/instruction if the role allows.
- Our District health team along with your primary healthcare provider and/or the local health department will help guide you through your return to in-person instruction.
- Employees will need to allow the Human Resource team, District Health team and the Health Department to manage the contact tracing. Please do not notify staff, students or families unless directed to do so.

***Close contact is defined as within six feet of someone who tested positive for COVID-19 for at least 15 consecutive minutes regardless of wearing a mask.***



**The following examples are baseline situations and can change based on individual circumstances for when an employee may need to be off work and apply paid sick leave, their own sick leave, or work remotely as directed by their supervisor.**



IF	Then	Calendar days off and time off options
You test positive for COVID-19 <b><i>with symptoms</i></b>	You should be in isolation for at least 10 days and need to remain at home to prevent the spread of infection. You must be fever and symptom free for 24 hours without the use of medication before returning to in-person instruction and 10 days have passed since the start of your symptoms. You must complete and return the Return to Work Certification form prior to returning to work or provide a release form from the County Health Department.	At least 10 days from date of test (not the date you receive your results). You will be eligible for the Emergency Paid Sick Leave benefits.
You test positive for COVID-19 <b><i>with no symptoms</i></b>	You should be in isolation for at least 10 days and need to remain at home to prevent the spread of infection. This assumes you did not develop symptoms during your isolation period. You must complete and return the Return to Work Certification form prior to returning to work or provide a release form from the County Health Department.	At least 10 days from date of test (not the date you receive your results). You will be transitioned to work remotely if your role allows. If not, you will be eligible for the Emergency Paid Sick Leave benefits.
Someone in your household tests positive	You will have to quarantine under the guidance of the Waukesha County Health Department. The District will follow the guidance from the Waukesha Health Department to coordinate your return to work date. You must complete and return the Return to Work Certification form prior to returning to work or provide a release form from the County Health Department.	To be determined by the Waukesha Health Department and District Health Team. You will be transitioned to work remotely if your role allows. If not, you will be eligible for the Emergency Paid Sick Leave benefits.
Someone you have been in “close contact” with tests positive for COVID-19	You will need to remain at home for 10 days to monitor for the development of symptoms. If you are symptom-free (do not develop any symptoms) throughout this time, you may return to in-person instruction after the 10 days, but must continue to monitor for possible symptoms for a full 14 days. You must complete and return the Return to Work Certification form prior to returning to work or provide a release form from the County Health Department.	At least 10 days from date of exposure. You will be transitioned to work remotely if your role allows. If not, you will be eligible for the Emergency Paid Sick Leave benefits.
You have to care for a dependent due to their school and/or daycare closure or they were told to quarantine	If you are not ill, you will be expected to continue to work remotely if your role allows based on the needs of the District.	Only the days your child is not able to attend school and/or daycare due to COVID-19 related reasons <b>and</b> you are not able to work remotely. If remote work is not an option, you will be eligible for benefits under the Families First Coronavirus Act.
A student in your classroom tests positive	You will be notified if it is determined that you have had close contact to the positive COVID-19 student and have been exposed. You will be sent home immediately if you have been in close contact.	At least 10 days from date of exposure. You will be transitioned to work remotely if your role allows. If not, you will be eligible for the Emergency Paid Sick Leave benefits.

Have I  
been  
exposed  
to  
someone  
with  
COVID-19?

**Exposure** - You have had close contact with an individual who has tested positive for COVID-19

### **Close Contact** -

- 1.** You were within 6ft for more than 15 minutes cumulatively within 48 hours prior to:
  - The date the individual was tested for COVID-19 and it was subsequently positive
  - The date the individual began to show symptoms of COVID-19 and subsequently tested positive
- 2.** You had direct physical contact with the person who tested positive
  - You shared eating or drinking utensils
  - Hugged/Kissed
- 3.** The person who tested positive sneezed/coughed on you
- 4.** The person lives in your home



## **Close Contact**

OR

## **Casual Contact**

*A close contact is defined as someone who has had face-to-face contact within 6 feet for more than 15 minutes with a person with a COVID-19 infection while they were infectious.*

*Close contacts ARE required to quarantine in their homes for up to 14 days.*

*A casual contact is defined as someone who has had face-to-face contact for less than 15 minutes or been in the same enclosed space for less than two hours without mitigation efforts with a person with a COVID-19 infection while they were infectious.*

*Casual contacts ARE NOT required to self-isolate in their homes unless they develop symptoms.*

# Quarantine or Isolation?

**Quarantine** - separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

- These individuals stay home during this period to monitor for the development of symptoms and do not go out in public.
- The general rule is 14 days after the date from when an individual was exposed.

**Isolation** – separates sick people with a contagious disease from people who are not sick.

- These individuals remain in the same room within their home while they are sick, or test positive without symptoms, and as much as possible stay away from others living within the home.
- The guidance on the length of an isolation period can vary based on whether the individual is symptomatic or asymptomatic



# Notifications of COVID-19

*Per federal privacy laws, names of individuals will not be released; please respect the privacy of your colleagues.*

*Notifications will be consistent district wide for each building and will be delivered by the Human Resource Department and the District Health Team in conjunction with the Health Department.*

## Workplace Close Contact

- Staff that have been in *close contact* with someone who tested positive for COVID-19 will be notified by the District and contacted by the Health Department.
- \*\*Staff will be instructed to not report to work and start a 10 day quarantine for monitoring of the development of symptoms and prepare for remote instruction if the role allows.\*\*
- Notifications will only go out to individual staff to inform them of a positive case they have had close contact with.

# Employee Resources

- [What does it Mean to Have Close Contact with someone with COVID-19](#)
- [Employee COVID-19 Reporting Process](#)
- [Request for District Sponsored Emergency Paid Sick Leave](#)
- [Return to Work Certification](#)

Please visit your [COVID-19 Staff Resource](#) page for further information due to the current Pandemic.

# Thank you for all that you do!

Please be assured we will continue to monitor our mitigation efforts to keep you as safe and healthy as possible.

This is presented by your Human Resources Team in conjunction with your District Health Services Team

For questions regarding this presentation please contact:

Melissa Beck

[beckmel@sdmfschools.org](mailto:beckmel@sdmfschools.org)

262-255-8396

